

# **CURRICULUM VITAE**

## **BONGALAI AMABELIS KONGNYUY**

### **PERSONAL INFORMATION**

**Marital Status:** Married with 03 children  
**Status:** Experienced Cambridge Teacher  
**Mobile:** +237 675358465 / 677551662  
**Mobility:** Worldwide  
**Nationality:** Cameroonian  
**E-mail:** [amabsbong@gmail.com](mailto:amabsbong@gmail.com)

### **SUMMARY**

Dedicated and passionate Cambridge English teacher and examiner with more than 10 years of experience fostering a love of learning in students. Proven ability to design engaging lesson plans, differentiate instructions and motivate students to achieve academic excellence. Possess a strong track record in improving test scores and teaching effectively. Ability to be a team player and resolve problems and conflicts professionally. Skilled at communicating complex information in a simple and entertaining manner.

### **EDUCATION**

**ME** –Masters in Education  
**UNICAF** (February 2024)

**Bachelor’s Degree** – English Modern Letters  
**University of Yaounde 1 – Cameroon (2007)**

### **CERTIFICATIONS OBTAINED**

- **Certificate of completion** - Child Protection and safe guarding Course,
- **2018: Certificate of Completion** - Online Introductory Cambridge IGCSE First Language English (0500) Self-Study course
- **2018: Certificate of Completion** - Online Introductory Cambridge International AS and A Level English (9093) Self-Study course.
- **2017: Certificate of Completion** - Online Professional Development Course. Cambridge Exams officers Training.
- **2016: Certificate of Completion** - Online Professional Development Course. Introduction to Secondary 1. -

### **WORK EXPERIENCE:**

#### **THE BRIDGE INTERNATIONAL SCHOOL – DOUALA, CAMEROON**

##### ***2021 TO PRESENT: DEPUTY HEAD TEACHER IN CHARGE OF EXAMS AND ADMISSIONS***

- Responsible for strategic partnership with other schools interested in taking Cambridge exams.
- Recruitment and management of invigilation team.
- Responding to students’ and parents’ enquiries with regards to exams.
- Administration of admissions assessments requested by other schools for current students.
- Handling outgoing Exams shipments.
- Provide high level customer service via email, telephone, and face to face communications

with prospective parents, agents, students, feeder schools and TBIS School's wider network.

- Ensure prospective students and parents are guided and encouraged through the admissions process in a professional, helpful and efficient way.
- Assist the Headteacher in planning, organising and delivering successful admissions events including open days, entrance assessments, taster days, exhibitions and alumni gatherings.
- Organise new parents evenings in collaboration with the other deputies.

### ***2021 TO PRESENT: CAMBRIDGE / IB EXAMINER***

- Grade scripts for Cambridge First language (IGCSE) AND IB English and Literature diploma programmes.

### ***2016 TO 2021 EXAM OFFICER / HEAD OF LANGUAGE DEPARTMENT***

- Teach IGCSE and AS/A Level English.
- Teach IGCSE world Literature.
- Track students' progress to identify and fill gaps to ensure consistent progress in learning.
- Monitor and coordinate departmental affairs and ensure a smooth functioning of the Language Department.
- Make entries for Cambridge Examinations and coordinate the administering of examinations.
- Ensure that Internal Examinations are of expected standard and are written in the best conditions.
- To set up and maintain archived files and historical data relating to assessment and examination results.
- To provide training for staff relating to assessment and examination processes and protocols, and create instruction manuals to be used by staff.

### ***2015 TO 2016 KS3 COORDINATOR / HEAD OF LANGUAGE DEPARTMENT***

- Teach English Language in Years 8, 9, 10 and 11.
- Prepare lesson plans in compliance with authorised syllabus
- Maintain order and discipline in various classes assigned to me.
- Monitor and coordinate departmental affairs and ensure smooth functioning of the department and KS3.
- Set examinations, prepare annual plans, moderate examinations and assessment processes.
- Advise and contribute to curriculum development at school and system level under the direction and guidance of the respective Education Officer
- Prepare Annual plans for the English department.
- Check lesson plans for the English Department

### ***2013 – PRESENT: FIRST LANGUAGE ENGLISH / ESL / LITERATURE TEACHER***

- Teach English Language in Years 7, 8 and 9
- Prepare lesson plans in compliance with authorised syllabus
- Maintain order and discipline in various classes assigned to me.

*Academic and Professional References upon request*

